

INDUSTRIAL SECURITY  
STANDARDS  
FOR SAFEGUARDING  
CLASSIFIED MATERIAL

TO BE USED ONLY IN CONNECTION  
WITH CONTRACT NO. \_\_\_\_\_  
AND SUBSEQUENT TASK ORDERS.

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## I N T R O D U C T I O N

This manual is provided for the purpose of establishing uniform security procedures within the facilities of Contractors, such as industrial plants, educational institutions, and other organizations having classified material furnished by the sponsor in support of an unclassified contract, or generated by the Contractor in performance under the contract.

Although the contract and the association between the sponsor and the Contractor are basically unclassified information, this information in the interest of national security should not be unnecessarily publicized. The Contractor should not include any reference to the sponsor or the sponsor's projects in company brochures, advertising literature, etc., without prior written authorization from the Contracting Officer. The Contractor, however, may at his discretion furnish to Federal, State, and local agencies or officials such unclassified information regarding the contract as may be required.

Any question concerning appropriate security measures should be referred to the Contracting Officer for determination.

The Department of Defense "Industrial Security Manual For Safeguarding Classified Information" has been used as a source for some of the following instructions, particularly in paragraph 2, "Definitions." However, many additions, deletions, and modifications have been made to comply with the security policies of the sponsoring activity.

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1. APPLICABLE FEDERAL STATUTES AND EXECUTIVE ORDERS

- a. Espionage Acts, Title 18, U. S. C. Sections 793, 794, 795, 797, 798.
- b. Sabotage Acts, Title 18, U. S. C. Sections 2151 through 2156.
- c. Internal Security Acts, Title 50, U. S. C. Sections 781 through 826
- d. National Security Act of 1947, as amended.
- e. Executive Order No. 10104, dated 1 February 1950.
- f. Executive Order No. 10501, dated 5 November 1953.

2. DEFINITIONS

a. Access: The ability and opportunity to obtain knowledge of classified information. An individual, in fact, may have access to classified information by being in a place where such information is kept, if the security measures which are in force do not prevent him from gaining knowledge of the classified information.

b. Authorized Person: Those persons who have a "need to know" for the classified information involved and who have been granted a Contract Security Authorization by the sponsor. Responsibility for determining whether a person's duties require access to classified information rests upon the individual who has possession, knowledge, or control of such information, and not upon the prospective recipient.

c. Bound Documents: Permanently bound books or pamphlets, the pages of which are permanently and securely fastened together in such a manner that one or more pages cannot be extracted without defacement or alteration of the book or pamphlet. No document shall be considered a permanently bound document unless it is sewed or side-stitched and has the glued binding which is common to the art of bookbinding. (Does not include brads, staples or other commercial paper fasteners.)

d. Classified Information: Official information which requires protection in the interest of national security.

e. Compromise: A loss of security due to an unauthorized person obtaining knowledge of classified information

f. Confidential Information: Information and material, the unauthorized disclosure of which would be prejudicial to the national security of the Nation.

g. Contracting Officer: Any employee of the sponsor who, in accordance with prescribed procedures, has been or shall be designated a Contracting Officer (and whose designation has not been terminated or revoked) with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or any part of such authority.

h. Contract Security Authorization: Written notification from the Contracting Officer that an employee of a facility has been security cleared for access on a "need to know" basis to classified documents or information related to the contract and/or project.

i. Information: Knowledge which can be communicated, either orally, visually, or by means of material.

j. Material: Any document, product or substance on, or in which, information may be recorded or embodied. Material shall include everything, regardless of its physical character or makeup. Machinery, documents, apparatus, devices, models, photographs, recordings, reproductions, notes, sketches, maps, and letters, as well as all other products, substances or material, shall fall within the general term of material.

k. Need to Know: The requirement that classified material shall be made available only to persons whose employment requires access and knowledge or possession in the interest of National Defense in fulfilling the terms of the specific contract and resulting project.

l. Secret Information: Information and material, the unauthorized disclosure of which could result in serious damage to the national security.

m. Segregated Working Area: A room or space partitioned off which is protected during working hours from unauthorized visual observation and audio surveillance while classified documents or materials are exposed or discussed. Such room or space shall be equipped with a locking device on the inside of the door to preclude unauthorized entry while classified material is exposed. (NOTE: A segregated working area is not a substitute for prescribed safekeeping equipment required for the storage and protection of classified material during non-working hours and when such classified material is not physically under the control of the authorized custodians.)

n. Sponsor: The Government activity named in the contract to which these industrial security standards are incorporated by reference.

o. Technical Representative: A technical representative and employee of the sponsor who is charged with monitoring the progress of a specific project.

p. Top Secret Information: Information and material, the unauthorized disclosure of which could or would result in exceptionally grave damage to the national security.

q. Unauthorized Person: Any person not authorized to have access to classified material of the sponsor in accordance with the provisions of these instructions.

### 3. CONTRACT SECURITY AUTHORIZATIONS

a. General: No individual shall be permitted access to classified information, including classified information generated by a Contractor in performance of a contract without specific written approval of the Contracting Officer. These approvals, hereinafter referred to as "contract security authorizations," are issued only after appropriate investigation of the individuals and will specify the classification level for which the approval is granted.

Security clearances issued by other Federal Agencies are NOT valid for access to classified information of the sponsor.

Contractors are not authorized to grant permission for access to information classified CONFIDENTIAL or to assume or anticipate the granting of contract security authorizations by the Contracting Officer.

b. Determination of Need for Clearances: The Contractor is responsible for initiating requests for contract security authorizations on all persons requiring access to classified information or who will have access to storage containers or segregated working areas containing such classified information. In addition to the technical and professional employees working directly with the classified information, contract security authorizations should also be obtained for all clerical personnel assisting in the classified phases of the work and all supervisory personnel who will or may have to review and approve the classified work.

Although good security requires that access to classified information be restricted to the minimum number of persons possible who have the "need to know," an inadequate number of contract security authorizations will interfere with the smooth and efficient performance of a contract. Since it ordinarily takes from 90 to 120 days for the granting of contract security authorizations, Contractors should anticipate personnel changes as far in advance as possible and have alternate cleared employees available for assignment to duties requiring access to the sponsor's classified information.

c. Clearance Procedures: Contractors shall make application to the Contracting Officer for contract security authorizations in accordance with the following procedures:

(1) If the employee does NOT hold a current security clearance issued by another Federal agency, he shall be required to execute Department of Defense Personnel Security Questionnaire, DD Form No. 48, in duplicate. The executed forms shall be forwarded to the Contracting Officer. (NOTE: Employees holding "Company" or "Contractor's Confidential" clearance will be required to execute DD Form No. 48.)

(2) If the employee has been granted a security clearance by another Federal agency, he shall in lieu of DD Form No. 48 be required to furnish the following biographical data, in duplicate, through administrative channels to the Contracting Officer. The information may be submitted in letter form, or on forms provided, by the sponsor:

- (a) Last, first and middle name of subject. (Miss, Mrs., Mr.)
- (b) Date and place of birth.
- (c) U. S. Citizen (Yes or No).
- (d) Present home address.
- (e) Name of current employer.
- (f) Employer's address.
- (g) Subject's job title.
- (h) Subject (has) (has not) been granted a clearance by another Government agency.
- (i) Level of clearance.
- (j) Date of clearance.
- (k) Name of Government agency granting clearance.
- (l) Indicate place where clearance was granted.
- (m) Clearance file number (if known).

(3) Fingerprints are not required for clearances under either (1) or (2) above.

(4) Letters from the Contracting Officer granting Contract Security Authorizations shall not be reproduced by the Contractor or given to the employee concerned. When necessary for proper control of classified information, individual employees may be orally advised that they have been cleared by the sponsor for access to a specific level of classified information. However, such employees shall be cautioned that they are prohibited from including such clearances on application forms or other documents which require a statement of security clearance data held by the employee.

(5) The Contractor shall immediately notify the Contracting Officer in writing when an employee holding a Contract Security Authorization has terminated employment or been severed from the company for cause, giving the reasons therefor.

d. Secrecy Agreements: Prior to permitting persons granted Contract Security Authorizations to have access to classified information, it is the responsibility of the Contractor to have each such person sign a Secrecy Agreement which will be supplied by the Contracting Officer. The forms, properly executed and witnessed, are considered unclassified and can be transmitted to the Contracting Officer by ordinary mail channels.

In addition to the execution of an individual employee's Secrecy Agreement, the Contractor at the time of the execution of the contract shall also execute a Contractor's Security Agreement which will be furnished with the contract.

#### 4. HANDLING OF CLASSIFIED INFORMATION

This Organization, as represented by the Contracting Officer and/or the Technical Representative, shall determine the classification of all documents furnished to or generated by the Contractor. The Contractor will in each instance be notified of the appropriate classification and will then safeguard the information and all material developed therefrom by clearly indicating thereon the applicable classification marking and by maintaining the security controls specified in these instructions.

##### a. Classification Marking:

(1) Unclassified material shall be marked or stamped UNCLASSIFIED only when it is essential to convey to a Contractor that it has been examined specifically with a view to assigning a classification and a positive determination has been made that classification is not required.

(2) The classification of single or unbound documents shall be conspicuously marked in capital letters noticeably larger than the print of the text, approximately one-quarter of an inch from the

top and bottom of each page. The original and all copies of the finished document and all rough notes and drafts shall be marked with the appropriate classification.

(3) The classification of bound documents with the pages permanently and securely fastened together shall, as a minimum, be conspicuously marked on the outside of the front cover, on the title page, on the first page, on the back page, and on the outside of the back cover. In each case the markings shall be applied to the top and bottom of the pages or cover. If there is any possibility of the pages becoming separated from the basic document, each page shall be classified. The foregoing minimum requirement for classification of bound documents does not preclude the classification of each page when it is considered desirable by the Contractor, the Contracting Officer, or the Technical Representative.

(4) The classification of charts, maps, and drawings shall be marked under the legend, title block, or scale in such a manner that it will be reproduced on all copies made therefrom; in addition, such classification shall also be marked at the top and bottom.

(5) Classified photographs and films and their containers shall be conspicuously marked with the assigned classification. Photographic negatives, microfilm in roll form, and motion picture film shall be marked with the appropriate classification at the beginning and end of each roll. These and other classified negatives which do not lend themselves to marking shall be handled on a classified basis and shall be kept in properly secured containers which shall bear the classification marking to which the contents are entitled. In addition, motion picture film shall state in the title frame the classification thereof.

(6) The classification of special equipment, bulk material, or shipments shall be marked in the manner which is most consistent with the character of the material. In certain instances when material because of its nature or construction cannot be kept from general observation, permission should be requested of the Contracting Officer to omit the classification from the material.

(7) The classification of a file, group of physically connected documents, or material shall be at least as high as the classification of the most highly classified document contained therein. Documents or materials separated from the file or group shall be handled in accordance with the individual classification assigned thereto.

(8) A transmittal letter or memorandum shall be classified at least as high as its highest classified enclosure or attachment.

b. Document Control Statements: Classified documents which may be furnished to the Contractor in connection with the project or work to be performed under the contract may bear "control statements" in addition to the indicated classification stamped thereon. Such controls may be indicated by such statements as "Continued Control" or "Not Releasable to Foreign Nationals." In some instances the control statement may be self-explanatory, however, it shall be incumbent upon the Technical Representative to offer specific interpretation, guidance and instruction in accordance with the sponsor's regulations to the Contractor relative to any document bearing control statements, at such time as the classified or controlled documents are released to the Contractor.

c. Methods of Marking:

(1) The preprinting of classification markings (TOP SECRET, SECRET and CONFIDENTIAL) on blank paper is not authorized.

(2) The classification of documents shall be marked in red by use of a rubber stamp, stencil, classification plate, or other appropriate means, except manuscripts prepared for photographic reproduction. In such instances the classification shall be marked in black or other color suitable for photographic reproduction.

(3) Printed documents including charts, maps, and drawings shall bear the appropriate classification in type which is conspicuously larger than the type used to reproduce the text of the document.

(4) The classification of information to be reproduced from stencils, ditto masters, duplimats, or other similar media may be typed onto the master in all capital letters and hyphenated, e.g. S-E-C-R-E-T; C-O-N-F-I-D-E-N-T-I-A-L.

d. Transmission:

(1) TOP SECRET documents, films, etc.:

(a) Between the Contractor and the sponsor.

TOP SECRET documents will be double wrapped in opaque containers. The inner envelope or container shall be sealed and clearly marked with the classification and the name and address of the addressee. The contents of the inner envelope will be folded inward. Included in the inner envelope of material being transmitted to the Contractor will be Document Receipt Form No. 615 to be executed and returned.

When transmitting Top Secret material to the sponsor the Contractor will use his own receipt forms or a memorandum receipt form similar to Form No. 615, but the receipt form must contain no classified information. The outer envelope or container should be addressed, return-addressed, and carefully sealed with no outside markings to indicate the contents or classification. Top Secret material may be transmitted only by employees of the sponsor or Contractor's employees holding Top Secret contract security authorizations. While in transit such material must remain at all times upon the person of the messenger. In the event of unusual delay, accident, sickness, etc., the circumstances must be reported immediately by telephone to the Contracting Officer. If this occurs during non-working hours the report should be made to the nearest office of the Federal Bureau of Investigation, with similar notification to the Contracting Officer as soon as possible.

(b) Within the Contractor's Facility.

Top Secret material shall be wrapped in the same manner as provided for transmission outside the facility. Transmission within the facility will be only by employees or messengers holding Top Secret contract security authorizations from the sponsor and specifically designated by the Contractor for this purpose. It is mandatory that such transmissions of Top Secret material within a Contractor's facility be covered by a continuous receipt system.

(2) SECRET and/or CONFIDENTIAL documents, films, etc.

(a) Between the Contractor and the sponsor:

Wrapping and receipt procedures shall be the same for SECRET and/or CONFIDENTIAL material as detailed for TOP SECRET. Transmission may be by approved messenger system as detailed under c.(1)(a) above, or by registered mail either airmail or regular mail. The use of postal registered return receipts by the Contractor is optional, but internal receipt forms must be enclosed within the inner wrapper. When the bulk of the material is too great for shipment by registered mail, the Contractor should request instructions from the Contracting Officer.

(b) Within the Contractor's Facility.

Only a single sealed envelope or wrapper is required for transmission of SECRET and/or CONFIDENTIAL material within a Contractor's facility. The wrapper should show the classification and the addressee and be handled only by employees or messengers holding contract security authorizations for access to material of the classification being transmitted. The use of the Contractor's internal mail distribution system is prohibited unless all employees have been authorized by the sponsor to handle such material. The transmission of SECRET material must be covered by a continuous receipt system. The use of receipts for internal transmission of CONFIDENTIAL material is optional with the Contractor.

(3) Additional Security Safeguards.

(a) No classified information or material may be transmitted outside the limits of the continental United States without the approval of the Contracting Officer in writing and then only in accordance with the instructions issued by the Contracting Officer.

(b) The use of telephone, telegraph, or other electrical means for the transmission of classified information is prohibited.

(c) Classified material may not be mailed to the home addresses of the Contractor's employees or employees of the sponsor. In lieu of business addresses, post office boxes may be used by the Contractor or the sponsor to facilitate operations or security.

e. Document Receipt Forms Originated by Contractor: Document Receipts originated by the Contractor shall be unclassified and shall contain no classified information. These forms should make reference to the basic document controlled by "Short Title" which will identify but not reveal classified information. An example of a "Short Title" for purposes described above could be a serial number and date, or any other information identifying the basic document without revealing classified content. Care should be exercised that the use of the full title of a classified document does not compromise the contents if used on an unclassified document receipt. Capitalized first letters of the words of the title are acceptable for this purpose, in addition if necessary, to a serial number and/or date.

f. Logging and Accountability:

(1) Contractors shall maintain a separate log for recording the reception and dispatch of all of the sponsor's classified material. This log shall be used only for this purpose and shall be open for inspection only by such persons who have contract security authorizations and a "need to know." Descriptive entries on the log will be confined to document numbers, contractors' control numbers, or short titles of an unclassified nature. This log shall be preserved for a minimum period of three (3) years final settlement of the associated contract and then may be destroyed by burning without authorization by or notification to the Contracting Officer.

(2) In addition to the above log, the Contractor will maintain appropriate records on a current basis listing all reproduction and destruction of classified material. These records shall be subject to inspection and inventory by the sponsor's Security Officers.

(3) Wherever practicable the Contractor shall institute a "charge-out" system for all classified documents or material taken from their storage depositories. Such charge-out records will be checked at the close of each working day to insure that all classified material has been returned to the storage container.

g. Reproduction:

(1) Contractors shall not make or cause to be made photographs or other reproductions of classified material, except as specifically authorized in writing by the Contracting Officer, the Technical Representative or their duly authorized representatives. However, when contracts are for the purpose of reproducing, printing or photographing classified documents, the contract is considered to be authorization for reproduction of the number of copies specified.

(2) The number of copies made of classified documents must be held to the minimum consistent with efficient operations. Whenever possible internal distribution should be made by circulation of a master copy with assurance that it is returned to an approved depository at the close of each working day.

(3) Extracts from classified documents ordinarily must bear the same classification as the complete document. Requests for downgrading or declassification of extracts of classified documents should be referred to the Technical Representative concerned for his review and action.

(4) A complete and current record shall be kept by the Contractor of all reproductions of classified material, including the dates and names of the authorizing officials, and the disposition of all reproduced copies.

h. Destruction:

(1) ALL TOP SECRET, SECRET and CONFIDENTIAL material furnished to a Contractor by the sponsor, or developed by a Contractor in connection with a contract, including classified material reproduced by the Contractor, may be destroyed only when authorized in writing by the Contracting Officer. Requests for authority to destroy should clearly identify the material and the reason for the request.

(2) Destruction shall be by burning completely or melting beyond reconstruction. It shall be accomplished by person or persons holding contract security authorizations and witnessed by one or more persons holding similar authorizations.

5. PROTECTION OF CLASSIFIED MATERIAL DURING WORKING HOURS

a. Classified material furnished to or generated by the Contractor (including working notes, extracts, etc.) must be protected against visual observation and audio surveillance during such times as they are removed from security-approved storage containers. One or more rooms or areas shall be designated as segregated working areas depending upon the number of persons who will use the area for working on classified material. The walls and doors must be opaque and constructed of material that will minimize or prevent the possibility of audio surveillance. Any windows offering visual observation must be glazed, painted, or otherwise protected against such observation. The doors should be equipped with an interior locking device to prevent the entry of unauthorized persons while the room or area is in use.

b. When classified material is exposed in a designated segregated working area, entry to the area shall be limited to persons having a contract security authorization from the Contracting Officer plus a "need to know." When the designated area is unattended all classified documents, notes, etc. must be returned to approved storage containers. The last person leaving the area, or such other person as may be designated by the Contractor, will be responsible for making an inspection of the room or area to determine that all classified papers or notes have been removed and if applicable that all black boards are erased.

c. Classified material, including that generated by the Contractor, may not be taken to the home of contractors' employees under any circumstances. It may be removed from the premises of the Contractor only when being transferred to the sponsor by courier or registered mail under the provisions of "Transmission of Classified Material."

6. STORAGE OF CLASSIFIED MATERIAL

a. The following minimum physical security standards are required by the sponsor for the storage of classified material during non-working hours:

(1) TOP SECRET. Top Secret material while not in use will be stored:

(a) In a concrete or masonry vault which has been personally inspected and approved by the sponsor's Security Officers, and which is protected by a central station, automatic alarm system, which if activated, would be responded to by the local police or armed guards in not more than ten (10) minutes, or;

(b) In a safe or safe file, weighing at least 600 pounds, with an Underwriters Laboratories Class "C" fire label or better, locked with a three-tumbler manipulation resistant combination lock preferably on the second drawer, provided that:

1. The area or safe is protected by a central station, automatic electric alarm system which, if activated, will be responded to in not more than ten (10) minutes, and whose protection is further supplemented by regular armed guard patrols at least once each hour, or;

2. The safe is under the constant and continuous protection of an armed guard who is required to make at least hourly contact by telephone or radio with a central headquarters. Arrangements for the hourly contact must include provisions for the guard to insert an innocuous code word or words to alert the recipient that he is acting under duress, and also for armed assistance to be dispatched automatically if the hourly call is ten (10) minutes late with no attempt to be made to first contact the guard by telephone or radio.

(2) SECRET and CONFIDENTIAL. Secret and Confidential material while not in use will be stored:

(a) As in (1) above, or;

(b) In a safe or safe file, weighing at least 600 pounds, with an Underwriters Laboratories Class "C" fire label or better, locked with a three-tumbler manipulation resistant combination lock preferably on the second drawer, provided that:

1. The area or safe is protected by an electric alarm system which, if activated, can be responded to in not more than ten (10) minutes by local police or an armed guard, or;

2. The Contractor has a regularly organized and trained armed guard force from which a guard patrols the immediate area of the safe at least once an hour and a record of each patrol is maintained by Detex watch clock system or other mechanical devices for providing supervision of such patrols. The guard force must be so organized that at least hourly contacts are maintained between guard headquarters and the patrolling guard or guards, or;

3. The safe is under the constant and continuous protection of an armed guard who is required to make at least hourly contact by telephone or radio with a central headquarters. Arrangements for the hourly contact must include provisions for the guard to insert an innocuous code word or words to alert the recipient that he is acting under duress, and also for armed assistance to be dispatched automatically if the hourly call is ten (10) minutes late with no attempt to be made to first contact the guard by telephone or radio.

b. Bulk Material: When the nature or size of the classified material make it impracticable to store it in accordance with paragraph (1) or (2) above, the Contractor shall safeguard such material by providing a secure storage area as directed by the Contracting Officer.

c. Supervision of Storage Containers:

(1) Safes and vaults in which classified material is stored shall be kept locked when not under the direct supervision of a person or persons holding contract security authorizations of a level equal to the highest classification of the documents therein.

(2) The combinations of vaults and safes will be disclosed only to persons holding contract security authorizations plus a "need to know." The combinations shall be changed at least once per year and at such other intervals as may be necessary due to transfer or removal of knowledgeable employees, suspected compromise, etc.

(3) All safes and vaults will be provided with check sheets recording the date, time, and initials of persons opening and closing these storage containers.

(4) In the event that a safe or vault is left unsecured through carelessness or mechanical failure, an immediate inventory will be made by authorized personnel of the contractor and the facts reported by telephone to the Contracting Officer. If the safe or vault has been forcibly entered or attempt made to do so, immediate action shall be taken to preserve the evidence and both the nearest office of the Federal Bureau of Investigation and the Contracting Officer notified by telephone.

d. Exceptions: In certain instances when a facility has unusual security protection, such as electronic barriers, television surveillance, etc., the Contracting Officer is authorized to alter or modify the above physical security standards. Any such exceptions are valid only when confirmed in writing by the Contracting Officer.

#### 7. VISITOR CONTROL

a. All visitors must be excluded from segregated working areas and denied access to all classified information, except when specifically authorized by the Contracting Officer or the Technical Representative.

b. In order to properly administer the sponsor's contracts, it is often necessary that the Contractor's facilities be visited by security officers, contract negotiators, auditors, contract administrators, technical representatives, etc. When properly identified with the sponsor's credentials, the Contractor is authorized to disclose classified information to such individuals through the classification of TOP SECRET. Any question regarding the validity of the identification or the "need to know" should be referred to the Contracting Officer by telephone prior to disclosing classified information.

#### 8. REPORTS

a. The Contractor shall submit immediately to the Contracting Officer a report of any information coming to the attention of the Contractor concerning existing or threatened espionage, subversive activity, or sabotage, including compromise of classified documents.

b. The Contracting Officer shall be notified immediately of any litigation or labor disturbances which may materially affect the security of the work or project being performed under the contract.

c. Any contemplated changes in location or modification of the security safeguards at approved facilities must be submitted to the Contracting Officer for approval.

9. INSPECTIONS

The Contractor shall permit the sponsor's Security Officers to visit his facilities for the purpose of inspection of security procedures and safeguards levied on the activity. Verbal or written requests will be submitted to the facility in advance of such inspections and the Security Officers will be properly accredited.